

## Job Description

**Position** : Assistant Programme Executive  
**Reporting to** : Senior Programme Executive

### Organization's Background:

Global Shepherds Berhad is a non-profit organisation that offers shelter, counselling and support services to women who are experiencing sexual gender-based violence, and those who are human trafficking survivors, asylum seekers, refugees, and migrant workers. The organisation is also involved in advocacy work, regularly highlighting to policymakers the need for reforms that address the plight of women and children at risk.

### General Position Summary:

The role of the Assistant Programme Executive is to assist in the implementation of projects and activities related to community development and empowerment with a focus on strengthening safe guarding and protection of women and children who are at risk and vulnerable in the spirit of Global Shepherd's Vision, Mission and Core Values.

**Policy Statement:** Global Shepherds Berhad does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All staff of the organisation will receive annual training and be provided sufficient information on this company policy to ensure strict compliance.

### Role and Responsibilities:

The Assistant Programme Executive will be under the direct supervision of the Senior Programme Executive and will work closely with the Global Shepherds' outreach team in Kuala Lumpur to support community outreach projects and activities.

The roles and responsibilities will include:

#### a. Community mapping and assessments

- Assist the Outreach team to collect information from communities on the challenges and coping mechanism by conducting community mapping and community assessment.
- Use the approved data collections and management tools to ensure effective and reliable information is collected.
- Provide input for the Senior Programme Executive to draft community assessment reports and to assist with updating the report bi-annually to ensure that information is current and relevant to strengthen on-going development programmes.

#### b. Implementation of programme and activities

- Assist and provide input in the design, development, implementation and monitoring of community-based programmes and projects that incorporates a rights-based approach and applies trauma informed and victim centred principles.
- Assist the Senior Programme Executive in the preparation of annual activities, project budget and revisions where and when required during the project year.
- Assist with data collection on project/programme outcomes and maintain the reports according to the organisation's standard practices.
- Highlight and bring to the attention of management concerns and problems that arises during the projects especially during regular dialogue sessions.

**c. Support the volunteer management programme**

- Work closely with the Senior Programme Executive to promote, identify and place volunteers under suitable development projects.
- Work with the outreach team to design appropriate orientation and training sessions for the volunteers and to ensure regular briefing of the key safeguarding policies and code of conduct for volunteers.
- Provide support during meetings with volunteers to gather feedback on projects and provide support

**d. Partner Networking**

- Administrative assistance to enhance communication with partners to promote collaboration to support development work with the communities including civil society organisations, Government agencies, private sectors and faith-based groups
- Support the outreach team to maintain a partner database.

**e. Any other duties and responsibilities**

- Any other duties assigned by the Senior Programme Executive and /or the Executive Director.

*This Job Description is subject to review as and when deemed necessary by the Management of Global Shepherds Berhad.*